

Big Flat Community Grain Bin Request for Funds Application

Deadline October 31 –Please send in applications throughout the year as all applications are considered

**1. Applicant Information:**

Organization (Applicant): \_\_\_\_\_

Project Manager: \_\_\_\_\_

Contact Title: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, and Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Federal Tax Identification Number: \_\_\_\_\_

Is someone other than the Project Manager listed responsible for signing contract: If so:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

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**2. Grant Request** (check appropriate box)

- Training**
- Planning**
- Exercise**
- Commodity Flow Study**
- Other**

Project Title: \_\_\_\_\_

Sources of funding: \$ \_\_\_\_\_

Matching Funds: \$ \_\_\_\_\_

**Total Amount:** \$ \_\_\_\_\_

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**3. Area of benefit**

Please list the communities or agencies benefiting from this project and the benefit (i.e. specialized training, public awareness).

Name	Benefit

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**4. Partners**

Indicate all federal, tribal, state, local, private, and non-governmental partners and their level of participation (Matching funds). **Include your contribution.**

Partners	Contribution Amount	C for Cash or I for In-kind or Services
Total		

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5. Budget

	Requested Grant Funds	Your contribution
Personnel Costs	XXXXXXXXXXXXXXXXXXXX	
Fringe Benefits	XXXXXXXXXXXXXXXXXXXX	
Travel		
Miscellaneous (printing, mailing, etc.)		
Supplies **		
Contractual		
Other (specify in attachment)		
<b>Total Expenses (A)</b>		

	Projected Income
Registration fee for classes	
Other income	
<b>Total projected income (B)</b>	
<b>Difference (A – B)</b>	

6. Project Narrative

**Project Description:**

A. **Project.** Describe the project. Be clear and concise.

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B. **Objectives**. List and prioritize the specific measurable and obtainable objectives.

C. **Itemize the tasks and include a timetable**. Who will do the work? Who is supervising the project? Who is responsible for managing the grant? How will you make sure time lines and tasks are being met?

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D. **Overall contribution.** How does the project contribute to the Big Flat area as a whole? How does the activity address a need or provide a solution to the problem: i.e. long-range plans, etc.?

E. **Project management.** What plans, strategies, or practices are you using to reach the project objectives? Have all pertinent parties agreed to these plans, strategies, and practices?

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F. **Evaluation**. How will you evaluate project results in the short and long-term? How will you define and measure the project's success?

G. **Education**: Are there plans or strategies to educate the public??

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H. **Results**. What are the expectations of the project? Is the project a continuation of a past funded project? If so, report briefly on the accomplishments of the previous project.

**7. Attachments**

Please attach documentation only if necessary, limit attachments to two (2) pages.

Please note: If you are awarded grant money, you are required to present a summary of your project at a community grain bin meeting.